

Internal/External Posting
STATE OF MONTANA JOB VACANCY
MONTANA STATE PRISON
An Equal Opportunity Employer

March 12, 2008

Job Title:	Administrative Support (Contract Placement Bureau/Specialized Treatment Unit)	Position No.:	11049
Division:	Montana State Prison	Pay Band:	2
Location:	Deer Lodge	Bargaining Unit:	MFSPE
Status:	Permanent/Full-Time	Supplement:	NO
Salary:	\$10.12 New to State Government	Shift:	8:00 a.m. to 4:00 p.m. Monday-Friday

Application Deadline: Applications may be returned to any local Job Service Office or the Montana State Prison by email, fax or hard copy.

Human Resources

600 Conley Lake Road
Deer Lodge, MT 59722

fax to (406)846-2950

email to whislop@mt.gov

No later than 5:00 p.m., March 28, 2008

Application materials are available on the web at <http://www.mt.gov/statejobs/statejobs.asp>.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext. 2202.

Equal Employment Opportunity Employer: Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. Montana State Prison is a smoke free agency.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work under stressful and potentially dangerous conditions. Montana State Prison is tobacco free. All employees are TB tested annually.

Typical Duties Provides administrative support for the Contract Placement Bureau & Specialized Treatment Unit. Maintains knowledge of and adherence to the continuous quality improvement standards. Fields request for CPB & MSP needs and general office needs for various CPB programs. Reviews and analyzes resource needs of the CPB office. Reviews specifications of equipment, assists in technological decisions and recommends office equipment purchases. Serves as liaison with various vendors regarding equipment purchases and maintenance agreements. Opens, sorts and reviews correspondence. Develops, gathers, monitors and maintains confidential treatment information. Provides training for non-program staff in confidentiality issues and reports any breaches of confidentiality immediately. Ensures that release of information meets federal confidentiality regulations, and Policies & Procedures. Develops and maintains the DOC and CPB calendar of events to ensure the staff is informed. Performs clerical duties for the Contract Placement Bureau and the Specialized Treatment Unit. Inventories and orders supplies & forms, schedules conference room usage, does copy work & ensures time sheets are properly completed. Composes correspondence and compiles reports in response to inquiries or to disseminate pertinent information. Represents the CPB on committees or at meetings as directed.

Qualifications: Position requires considerable knowledge of office practices and procedures particularly as they pertain to clinical setting including office management, business English & composition, Microsoft Word, Microsoft Access, Microsoft Excel, PowerPoint, Windows 98, and records maintenance. Requires working knowledge of offender behavior and effective communication techniques. Knowledge of sex offender, chemical dependency and programming & confidentiality requirements within a correctional setting. Knowledge of functions, procedures, organizational structure and governing laws and standards affecting the corrections system, Montana State Prison. Position requires skill in prioritizing & organization of mental health emergencies and confidential material. Proficiency in use of a personal computer/printer. Skill in composition of correspondence, developing & maintaining effective interpersonal relationships, dealing tactfully with staff, offenders, offenders' family members, de-escalating potentially volatile situations.

Education and Experience: Knowledge, skills and abilities are typically acquired through one year of secretarial course-work at a college or technical school, and one to two years of related work experience.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).
Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment. All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Compensation: The normal entry salary is \$10.12 - \$10.698 hourly, depending upon experience, with raises granted by the legislature. State employees working at least halftime are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not

required to register.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____